# Kelly Velasco

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## Summary

**Bilingual Spanish/English** medical assistant looking for a fast paced work place, capable and dependable of being consistent with work ethic. Good communication skills, and works well with others. **BLS/CPR certified (current**

## Skills

* Taking vital signs and assisting with patient exams
* Administering injections and preparing patients for procedures
* Updating and maintaining electronic health records (EHR)
* Scheduling appointments and handling front office tasks
* Strong communication and teamwork abilities
* Organized, dependable, and detail-oriented

## Education

Hastings high school- Graduated 2020

Pima Medical Institute- 11125 Equity Dr#100, Houston TX 77041

Expected Graduation: November 2025

Relevant Coursework: Anatomy & Physiology, Medical Terminology, Clinical Procedures, Medical Office Management

## Clinical Externship/ Work Experience

**Medical Assistant Extern**

Fulshear Medical Associates- 19002 Park Row Blvd #105, Houston, TX 77084

Assisted with patient care by taking vital signs, preparing exam rooms, and documenting information accurately.

* Helped with room preparation, triaging, and clinic procedures under supervision.
* Supported front office staff with scheduling, patient check-ins, and updating medical records.
* Gained experience communicating with patients and maintaining confidentiality and professionalism.

**Front Desk member October 2024- August 2025**

Dermatologic Surgery Center- 7737 Southwest Fwy STE 930, Houston, TX 77074

* Scheduling patients for consults, post-ops, and surgery.
* Preparing charts for upcoming appointments.

• Phone handling regarding appointments, medical questions, and other physicians

## Certifications/CPR and First Aid Certified

Certified Clinical Medical Assistant (CCMA) —